

Using the Equipment in Your Classroom

Ford 230

1. Tap the touch panel on the table to begin.
2. Select the desired **Source**, then press the desired **Display** to route it to the display. (For additional sources and displays, scroll to the right on the touch panel source and display sections.)
3. If you selected laptop
 - a. Connect HDMI cable to one of the HDMI ports located in any of the 3 table lift locations.
 - i. The table lifts contain both power supplies and HDMI connections.
 - ii. The table lift can be controlled with the raise and lower arrows located around the edge of the table.
 - b. Duplicate the display
 - i. **Windows** computer:
 1. Press the **Windows** key and the **P** key simultaneously.
 2. Using your arrow keys, highlight **extended** and press enter.
 - ii. **Apple** computer:
 1. Click the **Apple** icon and select **System Preferences**
 2. Select **Displays**
 3. Select **Mirror** from the Arrangement menu.
4. Volume Control
 - a. Tap the Volume up and down buttons near the Room Volume indicator on the touch panel
5. Microphone Control
 - a. To mute the microphones in the room, tap the **Privacy Mute** button that is located on the bottom left corner of the screen
6. Blank Screen
 - a. Tap the **Blank Screen** button. The button will go red when the screen is blanked
 - b. Tap the **Blank Screen** button again to resume displaying content
7. If you encounter a problem with the audio or video, press the Help button
 - a. If there is a problem with the video (nothing is displayed on the screen) press the left button. The projector will be turned on, the blank screen will be turned off and the screen lowered.
 - b. If there is a problem with the sound (you can't hear anything on the speakers) press the right button. The speaker's level will be turned up to medium volume and the mute turned off.
8. When you are done, press the **Shut Down** button to shut down the AV system.



For emergency support:
call 214-768-8888



